



Benefits Team
Council Offices
Farnborough Road
Farnborough GU14 7JU
Tel: 01252 398914
E-mail: benefits@rushmoor.gov.uk
Website: www.rushmoor.gov.uk/benefits

For our use only	
Reference number:	
Date of issue:	
Reason for issue:	

Housing Benefit, Local Housing Allowance and Council Tax Benefit Change of address form.

When filling in this form, please also tick all relevant boxes.

Part 1: Your details

Last name:

First names:

National Insurance number:

Date of birth: / /

Phone number:

Address you are moving from:

Room or flat number:

Housing Benefit reference:

Part 2: New information

Address you are moving to:

Room or flat number:

Date you are moving: / /

In your new home, will you be (please tick):

- a private tenant?
- a housing association tenant?
- a boarder?
- an owner-occupier?
- other?

Go to section 3.

Please give details.

If there have been any other changes in your circumstances, please provide details of these on a separate piece of paper.

Rushmoor Borough Council
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If you think someone is claiming Housing Benefit or Council Tax Benefit they are not entitled to, ring:



We will treat information in the strictest confidence.

If you have any questions about your claim, please phone the Benefits team on 01252 398914 for advice.

Section 1: About your rent

Do you pay rent for your new home?

Yes Please go to the next question. No Please go to section 3.

What date did your tenancy begin?

What date did you move in?

What sort of tenancy do you have?

Assured tenancy Housing-association tenancy Assured shorthold tenancy Shared ownership

Regulated or registered tenancy Other Please give details.

Is your tenancy part of your contract of employment? Yes No How long is your tenancy for?

When is your next rent increase due?

Do you have any weeks when you do not have to pay any rent? Yes No

If 'Yes', how many do you have each year?

Are you behind with your rent? Yes No If 'Yes', by how many weeks and how much? weeks £

Who receives the Council Tax bill for your home? You or your partner Your landlord Someone else

Does anyone apart from your partner share the rent with you? Yes No

If 'Yes', how many people share the rent with you? What is your share of the rent?

If you have a joint tenant, please give us their details and relationship to you or your partner, if any.

Name: Relationship to you: Date of birth:

Name: Relationship to you: Date of birth:

How much rent does your joint tenant pay? £

Do you provide any services for your landlord in return for a reduction in your rent (for example, cleaning, collecting rent from other tenants or preparing meals)? Yes No

If 'Yes', please give details.

Has the rent officer registered your rent as a fair rent? Yes No

If 'Yes', you must send us the notice of registration form R05.

Your landlord's name, address (with postcode) and phone number:

Your agent's name, address (with postcode) and phone number:

Are you or your partner, or any of your or your partner's children, related to your landlord or agent, or to your landlord's partner or the agent's partner?

Related includes related through marriage, even if the relationship has ended. Some examples are ex-wife, ex-husband, aunt, brother, daughter, father, grandson, granddaughter, son-in-law or stepdaughter.

No

Yes What is the relationship?

is my landlord's or agent's

Section 1: About your rent (continued)

Do you or your partner own, or have you ever owned, any part of the property you now live in? Yes No

Do you rent the accommodation from a company of which you or your partner are a director or employee? Yes No

Do you live in the property as a condition of your or your partner's employment? Yes No

Is your landlord the ex-partner of you or your partner? Yes No

Is your landlord the parent of a child you or your partner are responsible for? Yes No

Is your landlord a trust of whom you or your partner are a trustee or are a beneficiary? Yes No

Is your landlord a trust of whom your child or your partner's child is a beneficiary? Yes No

How much rent do you pay?

How often is your rent due? Every week Every two weeks Every four weeks

Every month Other Please give details.

What type of home do you live in?

Terraced house Semi-detached house Detached house Room or rooms

Terraced bungalow Semi-detached bungalow Detached bungalow Shared room

Flat in a house Flat in a block Flat over a shop or office Maisonette

Mobile home Hostel Guest house Hotel

Other Please give details.

How many floors are there in the building? What is your flat or room number?

Which floor or floors do you live on? All floors Basement Ground floor First floor

Second floor Third floor Other Please give details.

If you live in a room, where is it in the building? Front Centre Back

Section 1: About your rent (continued)

Please tell us below how many rooms you have in your home. **You must give us this information.**

	Single bedsits	Double bedsits	Bedrooms	Living rooms	Dining rooms	Kitchens	Bathrooms	Toilets	Other
Total number of rooms in the property									
Rooms only you and your household use									
Rooms you share with other households									

Does your home have central heating? Yes No

Does your rent cover the use of a garage or a parking space? Yes No

Is your home: fully furnished? partly furnished? barely furnished? unfurnished?

Who is responsible for decorating the inside of your home? Your landlord You Don't know

Does your home have a garden? Yes No

Has your home been built or adapted for people with disabilities? Yes No

Does your rent include any of the following services?

Service	Yes	No	If 'Yes', how much?	Service	Yes	No	If 'Yes', how much?
Council Tax	<input type="checkbox"/>	<input type="checkbox"/>	£ _____	Warden, caretaker or porter	<input type="checkbox"/>	<input type="checkbox"/>	£ _____
Water charges	<input type="checkbox"/>	<input type="checkbox"/>	£ _____	Lift	<input type="checkbox"/>	<input type="checkbox"/>	£ _____
Hot water	<input type="checkbox"/>	<input type="checkbox"/>	£ _____	Garden maintenance	<input type="checkbox"/>	<input type="checkbox"/>	£ _____
Heating your accommodation	<input type="checkbox"/>	<input type="checkbox"/>	£ _____	Laundry service	<input type="checkbox"/>	<input type="checkbox"/>	£ _____
Lighting your accommodation	<input type="checkbox"/>	<input type="checkbox"/>	£ _____	Laundry facilities for you to use	<input type="checkbox"/>	<input type="checkbox"/>	£ _____
Fuel for cooking	<input type="checkbox"/>	<input type="checkbox"/>	£ _____	Cleaning your home	<input type="checkbox"/>	<input type="checkbox"/>	£ _____
Lighting or cleaning shared areas	<input type="checkbox"/>	<input type="checkbox"/>	£ _____	Window cleaner	<input type="checkbox"/>	<input type="checkbox"/>	£ _____
Personal or nursing care	<input type="checkbox"/>	<input type="checkbox"/>	£ _____	Satellite dish or TV aerial	<input type="checkbox"/>	<input type="checkbox"/>	£ _____
General counselling and support	<input type="checkbox"/>	<input type="checkbox"/>	£ _____	Emergency alarm system	<input type="checkbox"/>	<input type="checkbox"/>	£ _____

Do you pay your landlord for any of these services on top of your rent? Yes No (If 'Yes', please send us details.)

Are any general counselling and support services provided by or on behalf of your landlord at your home? Yes No

Do you have a prepayment meter for gas or electricity? Yes No

Do you receive a water bill for this property? Yes No

Does your rent include a payment for meals? Yes No

If 'Yes', which meals are provided? Breakfast Lunch Evening meal

Other Please give details.

Who prepares and serves all the meals for your household?

Are all the meals prepared in your home? Yes No

Are you or your partner living away from home at the moment? Yes No If 'Yes', why?

Section 1: About your rent (continued)

Do you have a financial interest in another property somewhere else either in the UK or abroad?

Yes No

If 'Yes', what is the address?

What is your interest in this property?

Section 5 explains how we will pay your Housing Benefit.

Remember that your rent may include charges which are not covered by Housing Benefit.

Evidence you must send us to receive benefit

We need to see proof of your rent. This must be a tenancy agreement or your rent book with a letter from your landlord. See section 4 for full details.

Section 2: Sharing information with your landlord

Sharing information with your landlord could help us deal with your claim more quickly and reduce the risk of you falling behind with your rent because of your claim being delayed.

We may need to confirm information with your landlord before we can make a decision on your claim (for example, the start date of your tenancy). In these circumstances, we can contact your landlord without your permission.

Under the Data Protection Act 1998, we need your permission to discuss anything else.

If you give us permission, we will be able to tell your landlord whether:

- you have claimed Housing Benefit;
- we have made a decision on your claim;
- we have made a payment to you; and
- we need more information to make a decision on your claim, and what that information is.

We will not give your landlord any information about:

- **your personal or household circumstances; or**
- **your financial circumstances.**

You can withdraw your permission at any time.

It will not affect your claim if you do not give us permission to discuss your claim with your landlord.

If you want to give us permission to discuss your claim with your landlord, please sign below.

I give you permission to share my information about the progress of this Housing Benefit claim with my landlord or their agent.

Your signature:

Date:

Your partner's signature:

Address:

Section 3: Other information

Please use this space to tell us anything else you feel may help us to deal with your claim (for example, if you want us to pay benefit from an earlier date). Please use a separate piece of paper if you need more space.

Section 4: Application checklist

Before you return your application, have you done the following?

- | | | |
|---|--|------------------------------|
| 1 | Given your name and address on the application form? | Yes <input type="checkbox"/> |
| 2 | Answered all the questions on the form? | Yes <input type="checkbox"/> |
| 3 | Read and signed the declaration on section 6? | Yes <input type="checkbox"/> |
| 4 | Enclosed proof of your rent? | Yes <input type="checkbox"/> |

If you are an owner-occupier, please go to section 6.

Proof of rent

This can be any of the following.

- Rent account
- Tenancy agreement
- Rent book or rent statement along with a letter from your landlord

It must include the following.

- The name and business address of your landlord and their agent
- The date the agreement started.
- The amount you pay.
- What is included in the rent (for example, meals, gas and electricity).
- How often you pay the rent (for example, every week, every two weeks, every four weeks or every month).
- How long the tenancy will last.
- Details of rent you have already paid and when you made the payments.

Remember, if you do not provide the evidence we ask for on this form, we will not be able to pay you any benefit.

To be completed by Private Tenants

For your convenience and security we recommend that payment should be made direct into your bank/building society account. You can obtain advice on opening and running an account from any bank or building society of your choice. You can also get independent advice from the Citizen's Advice Bureau.

Please provide the following information:

Name of Bank/Building Society

Account Name

Account Number

Branch

Sort Code

Roll Number
(Building Society Only)

We will need to see evidence of this.

Housing Benefit will be paid direct to you and not your landlord. However in some circumstances we may be able to pay your landlord direct. For example, if you have difficulty in managing your own affairs. If you would like us to consider paying your landlord direct, please telephone the Benefits section on 01252 398914.

To be completed by Housing Association Tenants

We can pay your benefit entitlement to either you or your landlord. Please indicate whom payments should be made to.

Landlord **Yes** **No** You **Yes** **No**

Please provide the following information:

Name of Bank/Building Society

Account Name

Account Number

Branch

Sort Code

Roll Number
(Building Society Only)

We will need to see evidence of this.

Section 6: Your declaration

Please read this declaration carefully before you sign and date it. It is an offence to give false information.

I understand the following.

- If I give information that is incorrect or incomplete, you may take action against me.
- You will use the information I have given to process my claim for Housing Benefit, Local Housing Allowance or Council Tax Benefit, or any of these. You may check some of the information with other sources within the council and other councils.
- You may use any information I have given in connection with this and any other claim for social security benefits I have made or may make. You may give some information to other government organisations, if the law allows this.

I know I must let you know immediately about any changes in my circumstances which might affect my claim.

I understand that it is a criminal offence not to tell you about any changes in my circumstances.

The information I have given on this form is correct and complete.

This is my claim for Housing Benefit, Local Housing Allowance or Council Tax Benefit, or any of these.

Your signature:

Your partner's
signature:

Date:

Date:

Forms filled in by someone other than the person claiming

As far as possible, I have confirmed with the person claiming that the answers I have written on this form are correct.

Please tell us why you are filling in this form for someone else.

Your signature:

Please print your name:

Relationship to the
person claiming:

Date